

Village of Barrington Hills

1-6-1: VILLAGE OFFICERS:

In order that the policies, regulations and ordinances of the village, as permitted by statute, are effectively discharged, there are hereby created the offices of director of administration; village clerk; village treasurer; village attorney; village engineer; chief of police; building and zoning enforcement officer; freedom of information act officer; and open meetings act officer. The village president, by and with the approval of the board of trustees, may appoint qualified persons to such offices, prescribe their terms, duties, compensation and the amount of any bond required.

1-6-4: VILLAGE CLERK:

(A) Appointment; Term: The Village Clerk shall be appointed by the Village President with the concurrence of the Board of Trustees pursuant to a resolution adopted by affirmative vote of two-thirds (2/3) of the Board for such term as shall be determined by the Board. (Ord. 84-37, 10-22-84)

(B) Compensation: The salary of the Village Clerk shall be fixed by the Board of Trustees in advance of the commencement of his term of office.

(C) Duties:

1. Generally: The Village Clerk shall be ex officio Clerk of the Board of Trustees, and in addition to the duties required to be performed by the Clerk of the Board of Trustees, it shall be the duty of the Village Clerk to keep an office at the Village Hall, to make copies of all ordinances, resolutions and other papers duly filed in said office and transcripts from the journals and other records and files of said office, certified by the Village Clerk under the Corporate Seal of the Village, to be furnished to any of the Trustees or officers of the Village without the payment of any fee therefor, and to be furnished to any other persons upon application therefor and the payment of the fee therefor prescribed by ordinance. It shall also be the duty of the Village Clerk to perform such other duties as may be required by ordinance or resolution of the Board of Trustees or otherwise required by law. (Ord. 57-1, 4-25-57; amd. 1977 Code)

2. Recording Ordinances: All ordinances passed by the Board of Trustees shall be recorded by the Village Clerk in a book to be kept for that purpose, before the next regular meeting after their passage.

3. Docketing and Filing Documents: It shall be the duty of the Village Clerk to number, docket and file in regular order all official documents coming into his custody and control as such officer, indexing the same in such a manner that they can be readily referred to at all times.

4. Notification of Election or Appointment: It shall be the duty of the Village Clerk, within five (5) days after the result of any election is declared or appointment made, to notify all persons elected or appointed to any Village office, of their election or appointment. (Ord. 57-1, 4-25-57)

5. Administering Oaths: The Village Clerk shall have power to administer oaths and affirmations on all lawful occasions.

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6. Deputy Clerk; Appointment, Powers and Duties, Compensation: The Village Clerk is hereby authorized to appoint one Deputy Clerk, which Deputy shall have the power and duty, in the absence of the Village Clerk from the place where the Clerk's office is maintained, to execute all documents required by law to be executed by the Village Clerk and affix the seal of the Clerk thereto wherever required. Compensation of the Deputy, if any, shall be fixed by the Board of Trustees.